FLORIDA MEMORIAL COLLEGE
GRADUATE CATALOG
2004-2005

FMC
FLORIDA
MEMORIAL
COLLEGE

Florida Memorial College

GRADUATE CATALOG

2004 - 2005

Birthplace of "Lift Every Voice and Sing"

Catalog Number 1

Florida Memorial College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097. Telephone number: 404-679-4501) to award bachelor's and master's degrees. The College is also chartered by the State of Florida.

A MESSAGE FROM THE PRESIDENT

As President of this historic institution of higher learning, Florida Memorial College, I am indeed delighted to introduce the new Florida Memorial College Graduate Program Catalog. This publication is designed to acquaint prospective graduate students with a program of study at the master's level currently being offered at Florida Memorial College.

As you will see, the institution has concentrated its graduate studies in the area of education. This emphasis has been selected because of the long history and tradition that Florida Memorial College has had in the area of training teachers. We trust that as you review the contents of this catalog, you will find the kinds of programs that can equip you to successfully function effectively in the classroom.

Again, thank you for taking the time to review our catalog and considering Florida Memorial College. We wish you every success as you pursue a master's degree to enhance your credentials and qualifications as a teacher.

Albert E. Smith, Ph.D.
President

STATEMENT OF DISCLOSURE

The information contained in this catalog represents the current requirements, regulations, programs, fees and other charges of Florida Memorial College. Regulations and requirements stated herein, including fees and other charges, are subject to change without notice at the discretion of the Board of Trustees and the President of the College. The College further reserves the right to require a student to withdraw at any time as well as the right to impose probation on any student whose conduct is unsatisfactory. Admission based on false statements or documents will be voided. Credit will not be granted for classes taken under these circumstances. In addition, tuition or fees paid will not be refunded if a student is dismissed or suspended from the College for cause. Any balances owed the College are considered receivable and will be collected.

Florida Memorial College maintains a system of records which includes application forms, letters of recommendation, admission test scores, and student transcripts. Records are made available upon written request through the Office of the Registrar. Direct access and disclosure to a third party is prohibited by law. Access is given only upon written consent by the student or if required in legal matters. Disclosure of student records to parents is not prohibited if the student is listed as a dependent on the federal income tax form of the parent.

A person does not have the right of access to educational records until he or she has been admitted and has actually begun attending Florida Memorial College.

Parents of dependent students will be provided a hearing by Florida Memorial College if they wish to challenge the contents of the record. If still not satisfied, the parents of dependent students may add explanatory or rebuttal materials to the record.

Florida Memorial College practices a policy of nondiscrimination in employment and admission. It is a policy of the College to provide equal opportunities to all eligible persons without regard to race, religion, color, national origin, citizenship, age, sex, marital status, handicap, labor organization membership, political affiliation, height, weight, and record of arrest without conviction.

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GENERAL INFORMATION

INSTITUTIONAL STATEMENT OF PURPOSE

Florida Memorial College, a historically Black College related to Baptist Churches and traditions, is one of the oldest academic centers in Florida. The private, coeducational, baccalaureate and graduate degrees granting college has its origins in the Florida Baptist Institute, founded in 1879 in Live Oak (Florida), and in the Florida Baptist Academy, founded in 1892 in Jacksonville (Florida). These two institutions merged in 1941 to form the Florida Normal and Industrial Memorial Institute in St. Augustine, Florida. The institution became a four-year college in 1945. Following several name changes, the present name, Florida Memorial College, was adopted in 1963. The institution moved to its present South Florida location in Miami, Florida in 1968.

Florida Memorial College serves a culturally diverse student population through programs in liberal and technical education. These programs are designed to prepare students to function effectively in a highly competitive technological global society. Challenging educational opportunities are offered through the academic divisions in a variety of instructional formats to traditional and nontraditional students. Internships and other experiential learning programs are incorporated in the learning environment. Academic programs are supported by library services, academic advising, testing, developmental education, support services, career planning, placement, counseling, and student activities.

The college is committed to excellence, and to this end, appropriate resources are provided and curricula and programs are planned, developed and assessed to provide instruction to students at their level of achievement. This will enable students to acquire the knowledge and skills necessary for successful completion of a progression of academic standards.

Florida Memorial College is dedicated to the pursuit of knowledge and truth, the free exchange of ideas, and the transmission and preservation of African-American history and heritage. The College

recognizes that education contributes to the quality of life and expects that students will leave its community of scholars and traditions prepared to participate fully in society.

The definitive mission of Florida Memorial College is to inculcate in students the importance of lifelong learning, character and a commitment to leadership through service in the enhancement of their lives and the lives of others.

Accreditation

Florida Memorial College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award bachelor's and master's degrees.

ACBSP Accreditation
Division of Business Administration

Florida Memorial College, through its Division of Business Administration is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the following business degrees:

- The Bachelor Science in Accounting
- The Bachelor of Science in Business Administration
- The Bachelor of Science in Marketing

NCATE Accreditation
Division of Education

The Division of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE), a partnership of over 30 organizations of Americans committed to quality teaching. NCATE is dedicated to improving P-12 student learning by improving the quality of educator preparation based upon state – of- the- art performance standards. NCATE establishes high and rigorous standards for preparation programs, and holds accredited institutions accountable for meeting these standards.

Memberships and Affiliations

Florida Memorial College holds membership in the following agencies and organizations:

American Association for Higher Education
American Council on Education
American Library Association (ALA)
Association of College and Research Libraries (ACRL)
Association of Collegiate Business Schools and Programs (ACBSP)
Association of Fundraising Professionals
Black Caucus of the American Library Association (BCALA)
Caribbean American Chamber of Commerce
Council for Higher Education Accreditation
Council of Independent Colleges (CIC)
Florida Association for Students Financial Aid Administrators
Florida Association of Colleges and Universities
Florida Association of Colleges for Teacher Education
Florida Cooperative Education and Placement Association
Florida Independent College Fund
Greater Miami Chamber of Commerce
Greater Fort Lauderdale Chamber of Commerce
Independent Colleges and Universities of Florida
Miami-Dade Chamber of Commerce
National Assoc. for Equal Opportunity in Higher Education (NAFEO)
National Association for Students Financial Aid Administrators
National Assoc. of College Deans, Registrars, & Admission Officers
National Athletic Intercollegiate Association
National Council for Accreditation of Teacher Education
National Intramural/Recreation Sports Association
National Society of Fundraising Executives
Public Relations Society of America
South Florida Higher Education Consortium
Southeast Florida Library Information Network (SEFLIN)
Southeastern Association of Colleges and Employers
Southeastern Library Network (SOLINET)
Southeastern Testing Association
Southern Association of Colleges and Schools
Southern Association for Students Financial Aid Administrators
Southern Association of College Student Affairs
Southern Assoc. of Educational Opportunity Personnel Program

Southern Regional Honors Council
Sun Coast Conference
The College Fund/UNCF
United Way

Campus Facilities and Resources

The campus, surrounding a quiet lake, is situated on a spacious 56.7-acre site just north of the Opa-Locka Airport. The Palmetto Expressway (SR 826) is close by, offering easy access to I-95, I-75, and the Florida Turnpike. The campus complex is comprised of a cluster of modern air-conditioned buildings. Each building is less than a three-minute walk from the farthest point on campus.

Royal W. Puryear Administration Building

This facility houses the office of the President and the boardroom; the offices of the Vice-President for Business and Fiscal Affairs; the Vice-President for Institutional Advancement; the Special Assistant to the President and the central telephone switchboard.

Sarah A. Blocker Hall

This two-story building houses the faculty and staff of the General College Division, classrooms, and the offices of various support services. There are various laboratories: the Computer-Assisted Laboratory, the Academic Skills Laboratory and the Writing Center. The Testing Center is also located in this facility.

Matthew W. Gilbert Auditorium

This facility is used for dramatic and musical productions, lectures and assemblies.

M. Athalie Range Science Hall

This two-story building is home of the division areas of Natural Sciences. Laboratories for the biology, chemistry, and physics programs are major features of this building. Space is also provided for an electronic classroom, as well as faculty offices with adjoining laboratories to accommodate research projects and scientific experiments.

Nathan W. Collier Library

The library is an attractive two-story structure located at the heart of the campus. Encompassing 25,000 square feet of floor space with a reading room on each level, the library has a seating capacity of over 500. A collection of over 115,000 volumes, an audio visual center, and a periodicals collection of over 800 subscriptions to journals and newspapers in support of academic programs are located in this building. Web-based resources provide access to over 12,000 full text periodical titles. The library maintains a collection of books by and about Black people and also maintains the institutional Archives. On-line access is available through On-line Public Access Catalog (OPAC). The library recently upgraded to the Millennium Integrated Library System by Innovative Interfaces. The library also offers access to the Internet. The library is an associate member of the Southeast Florida Library Information Network (SEFLIN) which provides access to the web portal mylibraryservice.org. Through this consortium students, faculty members, and professional staff have library privileges with member institutions. In addition, the library is an affiliate member of the Southeastern Library Network (SOLINET) which affords interlibrary loan access.

James Weldon and J. Rosamond Johnson Fine Arts Building

This facility houses the Division of Humanities, classrooms, practice rooms for piano, organ and other instruments, rehearsal rooms for band and choir, an art studio, an amphitheater for open-air concerts, offices for faculty and the college mailing center.

A. Chester Robinson Athletic Center

The college gymnasium has a floor space of 120 X 90 feet for basketball, volleyball, indoor tennis and other indoor sports. Adjoining the gymnasium is an L-shaped 80 X 53 X 77-foot swimming pool for instruction and recreation. Offices for Physical Education faculty are housed in this facility.

J.T. Brown and A. B. Coleman, Sr. Residence Halls

These residence halls for men contain individual rooms, recreation and study lounges, laundry rooms, storage rooms, and space for the residence hall directors.

Willie C. Robinson and Ray Goode Residence Halls

These residence halls for women contain individual rooms, recreation and study lounges, laundry rooms, storage rooms, and space for the residence hall directors.

Alice B. Coleman & Katherine S. Westfall Physical Plant

This facility houses the general maintenance department and the 3,300 sq. ft. air conditioning system of the College.

J. C. Sams Activity Center

The J.C. Sams Activity Center is situated attractively on the shores of the campus lake. It contains the bookstore; game and entertainment rooms; the Sub Shop; meeting and conference rooms; space for social and cultural activities; and an adjoining lakeside patio.

Susie C. Holley Religious Center

The Susie C. Holley Religious Center houses a chapel with seating for 600. The building also includes classroom space for the study of Religion and Philosophy, and offices of the College Minister and other Religion and Philosophy faculty.

William Lehman Aviation Center

This facility, named in honor of Congressman William Lehman, is a three-story, state-of-the-art complex. It contains modern spacious classrooms and laboratories, simulation trainers for the Aviation Division; a board room, a 200-seat auditorium with satellite downlink; an electronic classroom; Offices of the Executive Vice President and Provost, Assistant Provost, Vice President for Information Management and Technology, Grants and Sponsored Research, Institutional Research, and Divisions of Aviation, Computer Sciences and Mathematics, Business Administration, Extension and Continuing Education, Center for Academic Advisement, faculty offices, and an aviation education resource center are also a part of this complex.

FIU/FMC Cooperative Use Facility

This state of the art two-story facility is a collaborative effort between Florida International University and Florida Memorial College. It contains modern spacious classrooms; reading and kinesiology laboratories; 250-seat auditorium; 2 conference rooms; faculty offices, the divisions of Education, and Social Sciences, the department of Communications, and the Graduate Program.

Andrew Anderson and Donald Bacon Service Center

This one-story complex houses the offices of purchasing, facilities management and administrative services, and the Duplication Center.

Student Services Building

This one-story complex houses the offices of the Vice President for Student Affairs; Enrollment Management, Admissions, Financial Aid, Residential Life, Student Support Services, the College Registrar, and Career Planning and Placement; Student Accounts, and the Office of the Bursar.

Albert E. and Sadie B. Smith Dining Hall/Conference Center

The Albert E. and Sadie B. Smith Dining Hall/Conference Center was opened in August, 2002. The Conference Center/Banquet Hall can accommodate 400 people or be divided into three areas to seat 133 people each. The Dining Hall of this building section can seat 560 people and has two serving areas.

Key College Programs and Services

Alumni Affairs

The Office of Alumni Affairs is responsible for developing programs designed to increase the number of active alumni. The office works to coordinate events that keep alumni abreast of institutional progress and goals and that increase alumni contribution through various fund-raising events.

The Office of Alumni Affairs in collaboration with the Florida Memorial College Alumni Association organizes chapters and provides technical assistance when necessary. It enlists alumni in recruiting students. Newsworthy information is disseminated through the college newsletter and other bulletins.

Student Support Services

Student Support Services provides counseling help for students to meet the day-to-day expectations of College life by providing non-academic activities and assistance. The counseling services begin when a student registers as a freshman or new graduate student at the College. In addition to continuing advisement, counseling occurs at three levels: academic, vocational, and personal.

Counseling is an integral part of the guidance program. One form of counseling is academic advisement. Faculty advisors assist each student in designing a program of study commensurate with the student's needs, interests, and abilities.

Special counseling is also available upon request to help the individual resolve typical problems involving choice of vocation, major, study habits, and personal and social adjustment. Students, at their request, may be referred to outside agencies.

Health Services

A health services program covering the treatment of minor illnesses is provided for full-time students. These services are housed in the Student Health Clinic and are maintained on an outpatient basis.

Counseling Center

The Counseling Center provides comprehensive mental health services to students, faculty, and staff. These include outpatient individual and group psychotherapy, as well as informative workshops on various clinical topics. The Center has a referral relationship with a psychiatrist for in-patient and psychotropic medication services when necessary. In addition, the Center provides 24-hour on call crisis intervention services as well as a variety of helpful programs such as Alcohol 101 (substance abuse); the Evaluation, Referral and Tracking program (retention); and the Partnering for Success Program (referral and feedback). The Counseling Center's services are provided by a licensed psychologist and other professionally qualified staff. All records and sessions of the Counseling Center are confidential.

Academic Computing

The Department of Academic Computing is responsible for the support of student and faculty computing requirements at the College. Below are some services the department provides:

Student Email Accounts and Shared Folders

Every student is provided with an FMC student network account. This is their personal key to the FMC network. It permits access to the World Wide Web (www), email, the FMC servers for storage of data and the WebCT course management software system that allows access to WebCT based courses.

Computing Laboratories

Florida Memorial College offers both curriculum specific and general purpose student computing labs. Facilities include up-to-date personal computers and academic software, Internet and email ac-

cess and print capabilities. In addition, smart classrooms provide faculty and students with additional capabilities for in-class instructional support and access to the World Wide Web for related course materials.

Admissions

Admission decisions are made by the Graduate Admissions Committee which is composed of faculty from the Division of Education at the College.

Full Admission

To be fully admitted into the FMC Graduate Teacher Education Program, candidates must:

1. Complete the Graduate Application for Admission.

2. Have an earned baccalaureate or graduate degree, with a 3.0 GPA in the last 60 hours on a 4.0 scale, from a college or university accredited by the appropriate regional accrediting agency.*

3. Submit official transcripts from all colleges or universities attended, via postal mail (an official transcript bears the institution's seal and an official signature).

4. Provide official scores for Graduate Record Examination (GRE) completed within the last five years. Note a minimum score is not required. GRE scores will be mandatory as a part of the Admission to Candidacy process. Scores must be on file prior to applying for candidacy.

5. Provide official passing scores for the College Level Academic Skills Test (CLAST), PRAXIS I, General Knowledge test (GK), or an equivalent basic skills test approved by the state of Florida (The Florida Professional Certificate granted will be accepted as proof of passing a basic skills test e.g., CLAST, PRAXIS I, GK). A score of one thousand (1000) on the GRE will be accepted in lieu of the basic skills test requirement.

6. Submit three (3) completed Recommendation Evaluation Forms.

7. Submit an essay stating goals for graduate study.

* International students who have completed degrees at colleges or universities outside of the United States must have transcripts evaluated by an approved transcript evaluation service. Passing of the TOEFL examination may be required for those students whose first language is not English.

Conditional Admission

To be conditionally admitted into the FMC Graduate Teacher Education Program, the candidate must:

1. Complete the Graduate Application for Admission.

2. Have an earned baccalaureate or graduate degree, with a 2.5 GPA in the last 60 hours on a 4.0 scale, from a college or university accredited by the appropriate regional accrediting agency. *Full admission will be granted once the candidate has received a minimum of a 3.0 GPA in the first twelve (12) credit hours at the graduate level at the College.

3. Submit official transcripts from all colleges or universities attended, via postal mail (an official transcript bears the institution's seal and an official signature).

4. Provide official scores for Graduate Record Examination (GRE) completed within the last five years. Note a minimum score is not required. GRE scores will be mandatory as a part of the Admission to Candidacy process. Scores must be on file prior to applying for candidacy.

5. Provide official passing scores for the College Level Academic Skills Test (CLAST), Praxis I, General Knowledge test, or an equivalent basic skills test approved by the state of Florida. A score of one thousand (1000) on the GRE will be accepted in lieu of the basic skills test requirement.

6. Submit three (3) completed Recommendation Evaluation Forms.

7. Submit an essay stating goals for graduate study.

* International students who completed degrees at colleges or universities outside of the United States must have them evaluated by an approved transcript evaluation service. Passing of the TOEFL examination may be required for those students whose first language is not English.

Completion Requirements and Regulations

Credit Requirements

Each of the degrees offered in the Masters Program in education requires a minimum of thirty (30) semester graduate credits for completion. A minimum of eighteen (18) hours must be in the major area of concentration. All courses must be 500 level or above to be counted toward graduate degree requirements.

Time Limit

Candidates have four calendar years from the time of enrollment in the graduate program to complete the degree. The Graduate Program Office may grant students who change degree programs an extension after review and approval. In any event, courses toward a master's degree must have been taken within four calendar years prior to graduation.

Transfer Credit

Students may transfer a maximum of six (6) graduate credit hours with grades of "B" or higher from a regionally accredited degree granting institution. International credits will be accepted upon recommendation from a recognized credentials evaluation agency. All transfer credits must be approved by the Division Chairperson and the Director of Graduate Programs.

Florida Memorial College does not accept credits from professional degree programs offered through joint, cooperative, consortial arrangements, or experiential learning.

Advisor/Major Professor

Every graduate student will be assigned to an advisor from the major department. As early as appropriate the student must request a professor in the major department to serve as advisor. The responsibility of the advisors is to assist the student in planning a program of study and to ensure fulfillment of degree requirements. The advisor must approve the student's program each semester. This professor advises the student about the courses, selects questions for the comprehensive examination or supervises the student's thesis research, and facilitates communication with the major department and to other departments of the college.

Independent Study

Independent Study is available upon approval from the Director of Graduate Programs. Students are limited to six (6) credit hours. Independent study is not granted in lieu of required courses.

Grade Point Average (GPA)

A minimum cumulative 3.0 GPA is needed for the completion of each degree. Each student will be required to maintain at least a 3.0 GPA while matriculating; if a student falls below the required average in a given semester, the student will be required to bring up his/her average to the 3.0 level by the end of the following semester.

Admission to Candidacy

Admission to candidacy reflects agreement between the student, the advisor, and the Office of Graduate Programs that the student has demonstrated the ability to do acceptable graduate work and that normal progress has been made towards a degree. Application for candidacy should be completed at the beginning of the semester in which the last twelve (12) graduate credits will be taken.

This act usually denotes that the student has met all of the prerequisites for admission, a program of study has been approved, and the student is in the final stages of the program's completion.

The application for the Masters candidacy is made as soon as possible after prerequisite course requirements have been met, a 3.0 GPA (or higher) in graduate courses completed , and official GRE scores have been submitted. The GRE scores provided must have been taken in the last five (5) years. The Admission to Candidacy form must be signed by the student's advisor and list all the course work to be used for the degree, including transfer courses. The Admission to Candidacy form must be submitted to the Office of Graduate Programs no later than commencement day of the semester preceding the semester in which the student plans to graduate.

Master's Thesis Committee

The responsibility of this committee is to guide the student during the thesis process, including the written and oral phase. The committee is to be composed of the major professor and at least two other faculty at the rank of assistant professor or above with graduate status. The major professor and the student select the committee.

Comprehensive Examination or Thesis

A candidate must pass a comprehensive written examination or thesis, depending on the student's choice, as part of the completion requirements. The examination is a demonstration of the candidate's ability to integrate materials in the major and related fields. The examination must be scheduled through the Office of Graduate Programs before the deadline and will be coordinated by the student's committee. In case of failure, the candidate may not be reexamined until the following semester. The result of the second examination is final.

Students may schedule the comprehensive examination or prepare to write the thesis after 2/3 of the program is completed. Students whose performance is deemed unsatisfactory on the comprehensive exam are only permitted one (1) re-examination.

Field and Clinical Experiences

The Division of Education has established field experience requirements embedded in individual courses for both Initial Certification and Teacher Leadership Tracks. The Division has established long-standing links and partnerships with various schools, both private and public. These connections between the Florida Memorial College and school districts, private and public, provide us the opportunity to improve instruction and research at the college. Clinical requirements will be maintained through the Graduate Program Office. This office will place students in the field at the appropriate time under the direction of the student's advisor.

Appeals Process

All Graduate Program policies/procedures may be appealed through the appeals process of the individual program, the Division of Education, and the College.

Application for Graduation

Graduation applications must be filed with the Office of Graduate Programs no later than commencement day of the semester proceeding the semester in which he/she plans to graduate. See the Academic Calendar for specific due dates.

Exit Exams

A student seeking initial certification through the Graduate program must pass the Florida Teacher Certification Examinations (FTCE).

The FTCE is composed of three tests: Professional Education, General Knowledge, and Subject Area Exams. Depending upon background, the student may need to take one, two, or three of the tests.

1. **PEd Test: Professional Education -** Candidates applying to take the Professional Education Test. See your *Official Statement of Status of Eligibility*.

2. **SAE Test: Subject Area Exam-** These are exams for degreed academic and usually in a multiple-choice format. Candidates applying for a Professional Certificate and those adding a subject area subject to a Professional Certificate must pass a subject area exam in the field(s) in which they seek certification.

3. **General Knowledge Test (GK)-** Prior to July 1, 2002, the required basic skills test for teacher certification was the CLAST. Beginning July 1, 2002, the required basic skills test for teacher certification is the General Knowledge Test for which you can register using the application in the registration bulletin. The General Knowledge Test is a basic skills achievement test containing four subtests: mathematics (multiple-choice, items) reading (multiple-choice passage-based items), English language skills (multiple-choice items), and essay.

Financial Information

Financial Aid is granted to students at Florida Memorial College primarily based on need. The student's need is determined following the completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA is available from high school counselors or the College's Financial Aid Office. It is recommended that the student's or parents' tax return be used when completing the FAFSA on-line at www.fafsa.ed.gov.

All eligible students are required to apply for various federal and state programs by completing the FAFSA no later than March 13 for priority consideration. Each student must also complete an institutional application to provide the Office of Financial Aid with additional data required to start his/her financial aid file.

Financial Aid is available to qualifying students in the form of **Federal Stafford (Subsidized and/or Unsubsidized) Loans** for US citizens and eligible non-citizens with a valid Social Security Number, and in the form of private loans for international students.

To be eligible to receive financial aid students must meet the following criteria:

* Be enrolled in a degree-seeking graduate program full-time at Florida Memorial College
* Maintain satisfactory academic progress
* Not owe a refund of Title IV funds or be in default of any previous Stafford Loans.

To apply for Federal Financial Aid (i.e. Stafford Loans) students must complete the following:

1. **Free Application for Federal Student Aid** (FAFSA). Students may access the appropriate forms on line at **www.fafsa.ed.gov**. Students that do not have on-line access may call the Office of Financial Aid Office at 305-626-3745 to request a financial aid package. Processing time takes a minimum of four (4) weeks. The result of the FAFSA is called the Student Aid Report (SAR) which summarized the data submitted on the free application. SARs are received via U.S. postal mail or electronic confirmation. Corrections can be done on-line by the student utilizing a personal identification number (PIN) provided by the U.S. Department of Education or submitting to the address indication on page 2 of the SAR.

Florida Memorial College's Federal School Code is 001486

2. **A Federal Stafford Loan Master Promissory Note (MPN).** Information can be accessed and the form can be completed on-line Go to www.applyonlinenow.com or www.salliemae.com and select "Apply for a Loan".

3. **Florida Memorial College Federal Stafford Loan Request Form** This form can be requested on-line at www.fmc.edu and the Office of Financial Aid will mail the forms via U.S. Postal Service.

4. **A Loan Entrance Interview Form and Loan Entrance Test Form-** Federal regulations governing the borrowing of Federal Student Loans require that all students receiving a Federal Stafford Loan must complete a Loan Entrance Interview Form and Loan Entrance Test, explain the student rights and responsibilities as a borrower. The Loan Entrance Interview can be

completed on-line at www.suntrusteducation.com. This process is required only once.

5. **The Florida Memorial College Financial Aid Application (FAP).** This institutional Financial Aid Application serves as the initial documentation needed to identify if a student is going to attend FMC and also for verification of necessary student financial aid information such as household size, untaxed income, residency, etc.

6. **Additional Documentation.** Upon receipt of the SAR, the student may be instructed to provide the FMC Office of Financial Aid with additional documentation. In such instances, the student should submit a signed copy of the prior year's Federal Income Tax Returns as well as that of his or her spouse's W2 forms for each individual (student and spouse). Other forms of documentation that may be requested are proof of citizenship or a selective service registration card.

Private Loans

Students eligible for private loans are required to complete a private loan application with a lender of their choice. The application may be requested directly from the lender or by contacting the Office of Financial Aid.

Eligibility for a private loan is based solely on the credit history of the student. It is recommended that students request copies of their credit reports prior to submitting loan applications to check for any discrepancies.

International students are required to have a co-signer/borrower to apply for the loan who is credit worthy and a United States citizen or eligible non-citizen. In some cases the lender may require the student to submit additional information along with the application. Applications can be completed and submitted at www.applyonlinenow.com. For more information regarding securing a private loan, interest rates, fees and repayment options, students can contact the following citiassist@studentloan.com or call (1-800-394-7580), suntrust@suntrusteducation.com or call (1-866-897-9793).

Financial Aid Processing

Requests for student loans can be processed once the student's financial aid file is complete. Normal processing time for lenders to disburse loan funds is 10-15 working days from the date the loan application is submitted to the lender by the Office of Financial Aid. Award notification should be received by the student shortly after the loan application has been processed.

Estimated Schedule of Tuition, Fees and Service Charges 2004-2005

To assist student with financial planning for graduate school, the Estimated 2004-2005 Cost of Attendance Schedule is based on full-time enrollment of 12 credits per semester. The schedule covers direct and minimal indirect costs to graduate education at Florida Memorial College.

Cost of Attendance – Fall 2004/Spring 2005

Direct Cost - Fall 2004 (12 credits per Semester)		**Direct Cost - Spring 2005 (12 credits per Semester)**	
Tuition (@$550.61 per credit)	$6607.32	Tuition(@$550.61per credit)	$6,607.32
Books & Supplies	$750.00	Books & Supplies	$750.00
TOTAL	$7,257.32	TOTAL	$7,257.32

Direct Cost – Summer 2005
(6 credits per Semester)

Tuition (@$550.61 per credit)	$3,303.66
Books & Supplies	$500.00
TOTAL	$3,807.66

Allowances have been made to include up to 3% student loan fees. All unpaid balances on a student's account is the responsibility of the student.

Please be sure to indicate on your Loan Request Form the semester for which you are applying. Your loan period is determined by the start date and end date of the term for which you are requesting aid. Funds for each semester will be disbursed by the lender in two equal installments: one at the beginning of the semester and one at the midpoint of the semester. All loan proceeds will go towards your tuition costs. If your Florida Memorial College account reflects a credit balance, a refund check will be mailed to you.

Service Charges

Admission Application.	$40.00
Checking Cashing (each)	0.25
Course Add/Drop	10.00
Graduation	150.00
Document Photocopy	10.00
Late Registration Fee	50.00
Preregistration (failure to pre-register)	50.00
Parking Decal (each year)	10.00
Parking Citation	15.00
Replacement Diploma	10.00
Replacement I.D. Card	25.00
Returned Check Fee	25.00
Promissory note Fee	50.00
Tuition Installment Plan-late payment Fee *	25.00
TOEFL	28.00
Transcript, Regular US Mail	3.00
Transcript, Certified US Mail	6.00
Transcript, Next day delivery	12.00
Transcript, Overseas	8.00
Library Fines per day per book	0.25
Library Lost Book Charge	50.00

***NON-REFUNDABLE**
The schedule of tuition, fees and service charges is reviewed and published annually. Current information on these amounts is available at the Student Accounts Office.

The College reserves the right to change without notice its tuition, fees, service charges, rules, and regulations at the beginning of any semester and during the year should conditions so warrant. This right will be exercised judiciously.

Description of Service Charges

Books, school supplies, travel expenses, medical expenses other than those provided on-campus and through the Student Health Insurance Program, and miscellaneous personal items are additional expenses which must be considered when preparing a student's budget.

Admission Application: A fee of $15 must be sent to the College with each application for admission. This fee is non-refundable and is not credited to the student's account upon admission.

Course Add/Drop: A fee of $10 is charged for each course added or dropped from a student's schedule after the close of registration.

Graduation: A fee of $150 is charged to graduating seniors for purchase of their cap and gown, the senior banquet and other ceremonial activities related to the Baccalaureate and Commencement exercises. All graduates must pay this charge, even if they choose not to participate in the activities.

Late Registration: A fee of $50 is charged to any student who registers for courses after the last day scheduled for registration in the College catalog or as published by the Registrar. All currently enrolled students who do not pre-register during the pre-registration period for the next semester will be assessed a $50 fee during regular registration.

Parking Decal: A fee of $10 per year is charged for a parking decal which registers a vehicle for use of campus roadways and parking facilities. An additional fee of $10 per year is required for the purchase of a replacement decal or second-car decal. A valid ID, driver's license, car registration and insurance information are required.

Replacement Diploma: A fee of $10 is charged to replace a diploma. Requests must be made through the Registrar's Office.

Replacement I.D. Card: A fee of $25 is charged to replace a lost or stolen College "Lion's Express" identification card.

Returned check: Students with approved College check cashing cards may cash one personal check per week for an amount not to exceed $25 at the Cashier's window during normal business hours. A fee of $0.25 will be charged for each check cashed. Pursuant to Florida law, any check issued to the College for which sufficient funds are not available to ensure payment upon presentation is subject to a returned check fee of $25. If two checks are returned because of insufficient funds, check cashing privileges will be revoked and disciplinary action taken.

Promissory Note fee: A processing fee of $50 is charged to defray the cost of providing a deferred payment plan for students who, for financial reasons, are unable to pay the full amount of their bill at the time of registration.

TOEFL: A fee of $28 is charged to defray the College's cost to administer the institutional Test Of English as a Foreign Language.

Transcript Fee: A fee of $3 is charged for each requested copy of a transcript. Transcripts will be sent by regular US mail. If requested, transcripts may be sent by Certified US mail for a fee of $6, or by next day delivery for cost of standard mail fee.

Payment of Tuition and Fees

1. All tuition and fees are due and payable at the time of registration.
2. Students who receive financial aid must pay the difference between their financial aid awards and their total charges for the semester before being permitted to attend classes for a given semester.
3. Financial Aid classified as "pending or "applied for" will not be accepted towards meeting the requirements for registration unless a positive evaluation is given by the Director of Financial Aid or his/her designee.
4. Students may choose to pay charges owed for an upcoming semester through a College-approved 10-month installment plan. All inquiries and applications should be made directly to: **Tuition Management Services (TMS), Tuition Installment Plan. Students can call toll free 1-800-722-4867.** Notification of awards and scholarships from outside sources used to pay a student's account must be sent directly to the Student Accounts Office from the sponsor. The notice must either accompany the payment or state the manner in which the sponsor is to be billed.

How to Make Payment: The College accepts cash, certified checks, money orders, VISA and MASTERCARD in payment of College expenses. Payments may be made in person at the cashier window during posted business hours or by mail. Mail should be addressed to:

Bursar
Florida Memorial College
15800 NW 42 Avenue
Miami, Florida 33054

When payment is made in cash, the payor must receive a receipt and retain that receipt for future reference as evidence of the cash payment. Please do not send cash in the mail. Do not pay cash toany person other than the College's Cashier. Ask for a receipt at the time of payment if one is not given. Personal checks are not accepted.

Deferred Payment Plan

If parents or students desire to defer payment of a portion of the basic charges for tuition, fees, room and board, arrangements should be made directly with the Student Accounts Office. A deferment processing fee of $50 per plan will be charged for this privilege.

Each student must satisfy all financial obligations to the College in accordance with the Deferred Payment Plan in order to (1) retain campus housing, (2) take midterm and final examinations, and (3) continue matriculation in the following semester.

Exam Permit

Students are required to present examination permits or clearance prior to taking mid-term and final examinations. Exams permits/clearance are picked up at the Student Accounts Office.

Special Stipulations

A student is not considered registered until he/she has been cleared financially and his/her registration form has been stamped and signed by the Student Accounts Office. The release of transcripts or diplomas is prohibited if any unpaid balances are owed to the College.

Students are expected to meet their payment obligations promptly and without notice from the Student Accounts Office. It is the student's personal responsibility to inform his/her parents, guardians and sponsors of all financial obligations to the College and the due dates for payment. Students must also follow up with the Student Accounts Office on a regular basis to ensure that payments are received and credited to their accounts.

REFUND OR ADJUSTMENT OF TUITION, FEES, AND OTHER CHARGES

Tuition refunds are based on the total tuition charges and not on the amount paid. Board charges are refundable on a prorated basis to students who have properly withdrawn.

Financial Aid programs which provide awards to students will be refunded in accordance to the formula required by local, state, or federal law. Balances due as a result of the refund are the responsibility of a student who withdraws.

Fees paid for application, processing charges, mailbox rental, room charges, etc. are not refundable. No portion of a scholarship from Florida Memorial College is refundable.

When a student is assigned an FMC student network account, space is automatically allocated to the student on an FMC central server for storage of personal data. This is called a "student shared folder" and it is the student's personal workspace. It can be accessed with the student's FMC network account ID and password from any computer on campus.

A student may withdraw or cancel classes from Florida Memorial College within three (3) working days, pursuant to S.246.D.41 (1) (n) 3.e of the Florida statutes and receive a full refund with the exception of non-refundable charges. All refunds shall be made within thirty (30) days of the date that the College determines that the student has withdrawn. Tuition and general fees shall be refunded in full, **less an administrative fee not to exceed 5% of the semester's tuition, if notice of withdrawal from the College is received prior to the end of the first calendar week of classes, and if written documentation is received from the student**. Tuition and general fees shall be reduced in full in any of the following circumstances: (1) courses canceled by the College; (2) involuntary call to active military duty; (3) documented death of the student; (4) exceptional circumstances, with the approval of the President of the College or his designee. Once courses are selected, the student must withdraw from the College and execute the required official forms. The student will receive tuition and general fees refunds, less an administrative fee not to exceed 5% of the **semester**'s tuition at the following rates:

Refund Schedule

Tuition and general fees
Each Fall and Spring Semester

If withdrawal from the College is made:-- Amount Refunded:

Before the end of the 5th day of classes	**100%***
Between the 6th - 10th day of classes	**80%***
Between the 11th - 15th day of classes	**60%***
Between 16th – 20th day of classes	**40%***

No refunds will be made after the 20th day of classes

Summer Session

1st - 5th day of classes	**100%***

No refund will be made after the 5th day of summer classes
Refund checks are distributed at the Bursar's Office.
*Less administrative cost

Fees and room charges are not refundable. Board is prorated based on term attendance. If a credit balance exists from overpayment or at the time of withdrawal, a refund for the balance will be processed within 30 days of the date that the College determines the student has withdrawn.

ACADEMIC INFORMATION

Academic Affairs

Academic Affairs at Florida Memorial College is administered by the Office of the Executive Vice President and Provost. This Office, including the Office of the Assistant Provost, consists of the following academic divisions and support units:

Division of Aviation
Division of Business Administration
Division of Computer Sciences and Mathematics
Division of Education
Division of Extension and Continuing Education
Division of Humanities
General College Division
Division of Natural Sciences
Division of Social Sciences
Academic Resource Center
Center for Academic Advisement
Center for Urban Environmental Studies
Career Planning, Placement, and Cooperative Education
Grants and Sponsored Research
Honors Program
Institutional Research
College Library and Services
Office of the College Registrar
Study Abroad Program
Testing Center
Academic Support Services
Office of Graduate Programs

The General College Division does not offer degrees. Other divisions offer majors in subject areas leading to the Bachelor of Arts degrees, and the Division of Education offers both Bachelor and Master of Science degrees.

Academic programs are designed to broaden the intellectual experiences and abilities of students and, at the same time, recognize and provide for intellectual diversity as individual interests and goals are satisfied.

Academic Regulations, Procedures, and Standards

The academic year consists of two semesters, fall and spring, of approximately sixteen weeks each. Each semester is divided into two eight week sessions. Students are allowed to register for two courses for each eight weeks. Students are limited to a maximum load of twelve credit hours each semester and six credit hours during the summer session.

Graduate Degree Programs

Thoughtful consideration must be given to the selection of a major. Upon declaration of major by the student, a faculty advisor will be assigned. Florida Memorial College offers the following graduate majors:

Elementary Education
Exceptional Student Education
Reading

Attendance Policy

Students are required to attend all classes for which they registered and are not authorized to attend classes for which they are not registered. Students are responsible for any and all coursework and may not use college-sponsored activities as pleas for extension of time to complete assignments or for permission to take makeup examinations or quizzes. A calculation of absences begins from the first class meeting for students whose names appear on the initial class roster. Students will be allowed a maximum of one (1) absence per course. Any absences after the first one requires written permission from the Graduate Program Director.

Grading System and Quality Points

Grades	Grades Quality Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00
W	Official Withdrawal from the College
WP	Withdraw passing
FW	Withdraw failing
I	Incomplete
P	Passed

Students may be given an "I" only if a small part of the course is missed because of unavoidable circumstances and there is a reasonable chance of obtaining a "C" or better if that part is completed. Students must complete this work within the established period of time (see the Academic Calendar) without further registration or class attendance. Failure to adhere to this policy within one semester after receiving a grade of incomplete will result in the grade of "I" converting to the grade of "F." Students who have filed for graduation may not receive an "I" during the semester in which they plan to graduate. If a grade of "I" is received, the student must reapply for graduation at the next scheduled application period. Students receiving a grade below a C- must retake the course.

Grade Reports

Within fifteen working days after the end of an academic term, students will receive a grade report showing grades for courses completed for the term. The report will also reflect the term grade point average and a cumulative grade point average. Grade reports are unofficial records.

Grade Appeal

Students may appeal grades if it is demonstrated that a faculty member has made a capricious or prejudicial evaluation in grading. To resolve grade grievances, students must adhere to the following procedures:

1. Discuss the problem with the instructor with whom they have the grievance
2. Meet with the division chairperson or Graduate Program Director if the problem cannot be resolved with the instructor
3. File a grade appeal with the Graduate Grade Dispute Committee if the division chairperson cannot resolve the problem.

An appeal must be appropriately filed in the semester following the one in which the disputed grade was given.

Change of Grades

Final grades can be changed only in instances of documented error. Grade changes must be reported by the professor on the Change of Grade Form. The form must be signed by the instructor and submitted with appropriate documentation to the Graduate Director who in turn will submit it to the Office of the Provost. Upon approval, the form is forwarded to the Office of the Registrar where the grade change is recorded. A student whose grade is changed will receive a student copy of the transcript reflecting the grade change. A grade may not be changed after two (2) semesters have elapsed.

Registration

Students must comply with student load requirements as explained in the **Academic Regulations** section of this catalog.

Dates for pre-registration, registration, and late registration for Fall and Spring semesters and summer sessions are published in the Academic Calendar. Students are required to register in accordance with this schedule.

Schedules of classes are available in the advisors' offices. Students are urged to study schedules carefully and, in conjunction with their advisors, plan courses of study on the official registration worksheet form. This form is available in the academic advisors' offices.

Students currently enrolled will be charged a late registration fee if not pre-registered. Students have not completed registration until cleared by the Business Office. Registration will be canceled if not completed by the established deadline.

Students will not be permitted to enroll after the late registration period.

Course Cancellation

Course(s) may be canceled by the Graduate Director in the event of insufficient enrollment or lack of an instructor.

Add, Drop and Withdrawals

Courses may be added during the designated add period at the beginning of each semester. Students may not register or add after this period. Courses may be dropped through the second week of the semester. (See appropriate date on Graduate calendar.) Students may not drop a course after this period but may only withdraw from the course or the College. Dropped courses are not reflected on student's transcript.

Withdrawal from Courses - At the end of the drop period, students may withdraw from one or more courses during the withdrawal period indicated on the academic calendar. "WP" (Withdrew - Passing) or "WF" (Withdrew - Failing) will be given to reflect academic progress at the time of withdrawal.

Withdrawal from the College - Students may withdraw from the College as late as one week before the last week of the first eight session. Beyond this time, official documentation should support an emergency beyond the control of the student. An official withdrawal form must be executed during the term for which the student wishes to withdraw from the College. Students who wish to withdraw from the College should contact the Office of the Regis-

trar for procedural information. The effective date of the withdrawal is the student's last date of attendance according to faculty records. Failure to adhere to these procedures will result in a grade of "F" in all courses in which the student is registered.

Students can also be administratively withdrawn from the college at any time by the Registrar, upon recommendation by the Vice President for Student Affairs, Executive Vice President and Provost or the President. Such withdrawals may be made for disciplinary reasons, or when students fail to meet financial obligations or academic regulations.

Students whose enrollment at Florida Memorial College is interrupted for more than one semester are required to submit an application for re-admission. The application must be sent to the Office of Graduate Programs. Students placed on academic suspension must remain in that status for one semester (fall or spring) before being considered for re-admission.

Students who voluntarily withdraw from the College for one or more academic years are required to apply for re-admission. Degree requirements stated in the College Catalog for the academic year a student is readmitted must be satisfied.

College Standards

Academic Honor Code

Florida Memorial College recognizes honesty and integrity as necessary to the academic purpose and function of the institution. The College, therefore, expects a high standard of individual honor in all academic endeavors from each student.

Academic dishonesty includes cheating, plagiarism, forgery, collusion, and credential misrepresentation. Students found guilty of academic dishonesty are subject to disciplinary action including loss of credit, suspension, or immediate dismissal from the College.

Cheating - The use or attempt to use unauthorized materials, information, study aids, or computer-related information. This includes giving or receiving, offering or soliciting information on tests or written assignments, and/or using notes or books other than those explicitly permitted by the instructor during an examination.

Plagiarism - Representation of words, data, works, ideas, computer programs, or anything not generated in an authorized fashion properly cited as one's own.

Forgery - Willful misrepresentation or altering of documents with intent to defraud. It is a crime punishable by law. Its most common occurrence among students includes, but is not limited to, the misrepresentation of signatures (especially that of an academic advisor) on official documents of the College or the attempt to cash checks that are not lawfully their own.

Collusion - Cooperation of student(s) with staff personnel in securing confidential information/material (tests, examinations, etc.); bribery by student(s) or staff personnel to change examination grades and or grade point average(s); cooperative efforts by students and student assistant(s) in gaining access to examinations or answers to examinations for distribution; and resubmission of term papers and/or reports that have been submitted previously and graded, but have been secured and re-circulated among students.

Credential Misrepresentation - Use of untrue written statements regarding matters of fact in order to gain admission to or employment at Florida Memorial College. This also includes misstatements of fact, distribution of false printed material, and conduct manifestly intended to deceive or mislead.

Code of Conduct

When students enroll at Florida Memorial College, they subscribe to the standards of personal conduct which the College considers fundamental to group living. It is assumed they will take advantage of the opportunities to learn how to make prudent decisions regarding their own conduct.

Students assume total responsibility for their actions as they relate to the rules, regulations, and policies of the College, and maintain high standards of courtesy, integrity, and personal attire.

The College does not permit the use or possession of illegal drugs, alcoholic beverages, or firearms of any kind on the campus, at any College-sponsored activity, or when representing the College.

The College reserves the right to notify civil authorities whenever a student is guilty of or charged with a violation of civil law.

The College reserves the right to suspend or dismiss students when such action seems indicated in the best interest of the College or the overall student body.

Anti-Hazing Policy

Hazing of students will not be a part of any initiation practices, whether for new students, social clubs, or Greek-letter organizations. Hazing done in the name of an organization can result in the organization's loss of privileges, including suspension of its operating privileges on campus. Hazing done by a student as an independent act can result in the student's dismissal from the College. Violation of this regulation must be reported to the Vice President for Student Affairs. All cases involving hazing will be referred to the Judicial Affairs Committee.

Student Records

Florida Memorial College does not release student record information, except as permitted under the Family Education Rights and Privacy Act of 1974 (Buckley-Pell Amendment).

Student records are confidential and information which can identify a student will not be released to a third party unless authorized by the student. A record of all authorizations will be kept in the student's file.

Students may request, in writing, access to personal official records and may challenge the accuracy of records maintained by the College. The Office of the Registrar will respond to any request within ten working days.

Requests for official or unofficial Florida Memorial College transcripts are made to the Office of the Registrar or in person by the U.S. mail. Telephone or third party requests will not be honored.

The following information is necessary to process a transcript.

- Student name
- Student identification number or Social Security number
- Date of birth
- Dates of attendance
- Degree(s) obtained (if any)
- The request must be signed and dated by the student
- The request must also include the full address of the person or institution receiving the transcript.
- A $3.00 fee is required, in cash or money order for each copy of the transcript.
- Transcript requests should be addressed to:
  Registrar's Office
  Florida Memorial College
  15800 NW 42nd Ave.
  Miami, FL 33054

Students who are negotiating with co-op employers who require grades should request a transcript in the usual manner and allow the usual time.

Rights Granted to Students under the Family Educational Rights and Privacy Act of 1974 (FERPA)

Access to Student Records

Under the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review educational records. In addition, they have a right to an explanation and interpretation of those records, including the right to a hearing to challenge the contents of such records. Requests for an explanation concerning a record should be addressed to the college official in charge of the record. Academic records, supporting documents and general education records are maintained by the Registrar, academic departments and advisers; records of disciplinary proceedings by the Vice President for Student Services; financial records by the Business Office; medical records by the Health Center; financial aid records by the Financial Aid Office; placement records by the Career Planning and Placement Office; and counseling records by the Counseling Services Center. All such records are the property of the college.

The following records are not available for student inspection: records of instructional, supervisory and administrative personnel which are in the sole possession of the maker thereof and which are not accessible to other persons; records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional which are used only in connection with the provisions of treatment of a student and are not available to persons other than those individuals providing such treatment; records and documents of a law enforcement unit, including those of the college's Department of Public Safety; financial records of students' parents; confidential letters and statements of recommendation placed in a student's file prior to January 1, 1975, or those received after January 1, 1975, for which the student has signed a waiver of his/her right to access.

Information in student's education records will not be released to third parties without the student's written consent, except to the following: officials of this college, including instructional staff, who have legitimate educational interests; officials of other schools in which the student seeks to enroll; accrediting organizations; parents of a student who qualifies as a dependent under the Internal Revenue Code; federal and state educational authorities and organizations conducting studies for such authorities in the areas of testing, student aid and instruction; people seeking information pursuant to a judicial order or subpoena; and appropriate people in connection with an emergency involving health or safety.

Directory information - A student's name, address, telephone number, date and place of birth, major field of study, class year, dates of attendance, degrees and awards received, enrollment status, past and present participation in officially recognized sports and activities, height and weight of student athletes, and most recent previous educational institution attended may be made public by the college unless the student requests the Registrar in writing at the beginning of each semester that such information be released only upon his/her consent.

Veteran Affairs

Florida Memorial College maintains a Veterans Affairs Office in the Office of the Registrar to assist veterans and dependents of veterans who are entitled to V.A. educational benefits under Chapter 30, 32, or Chapter 35 of Title 38, U.S. Code and Chapter 106, Title 10, USC.

Standards of Progress Policy for Veterans

Students are considered to be in good academic standing when their cumulative grade point average is a minimum of a 2.0. Florida Memorial College's policies on academic warning, probation and suspension are based on the possibility that students can overcome academic difficulty and make appropriate progress toward a degree.

College Library and Services

The mission of the Florida Memorial College Library (see page 6) is to provide resources and instructional material in support of the transmission and exchange of scholarly information. The library evaluates its programs, collections, technology, service delivery, and other activities on a regular basis in order to meet the challenges of a changing technological and global society. The Florida Memorial College Library seeks to be both an educational resource center for the college community, and a learning organization that constantly works to maximize its effectiveness in accomplishing its mission.

Office of Graduate Programs

The mission of the Office of Graduate programs is to coordinate programs at the graduate level in order to provide students with an educational experience that will prepare them to meet the complex challenges of professional life within a diverse and changing society. The office provides admission and graduation requirements, policies and procedures, and other programmatic information related to study at the graduate level.

Testing Center Services

The Testing Center offers testing services to Florida Memorial College faculty, staff, student body, and its surrounding communities. It operates in conjunction with the Office of Institutional Research in disseminating student assessment data.

The Center develops and distributes schedules of all major tests administered. The following tests are administered regularly on campus in the center: College Level Achievement Skills Test (CLAST), Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), Multiple Assessment Programs and Services (MAPS), College Placement Test (CPT), National Teachers Examination (NTE), Scholastic Assessment Tests (SAT), Test of English as a Foreign Language (TOEFL).

Academic Support Services

Academic support services include the use of tutorial and advisement services, and well-equipped laboratories for English, Reading, Writing, and Mathematics. The College has designed three particular programs that are helpful to students; they include the **Academic Resource Center (ARC), Writing Center, and the Computerized Academic Skills Laboratory**. ARC services include diagnosing, remediating, reinforcing, enriching, and evaluating knowledge and skills. The Skills Lab provides computerized software programs to reinforce classroom lessons and to eliminate specific academic deficiencies in mathematics, reading, and writing. In addition to these services, the College administers a state funded (Title IV) Student Support Services programs provide tutorial assistance, counseling, academic advising, and peer support to students. The Graduate Support Center provides students with technical writing assistance including use of form, content, and organization as outlined by the American Psychological Association (APA) Guidelines.

Computerized Academic Skills Laboratory

The Computerized Academic Skills Laboratory provides students an opportunity to reinforce classroom lessons and to eliminate specific academic deficiencies through the use of computer software programs. The skills lab is used by students primarily to strengthen skills in mathematics, reading, and writing. Students may also develop skills in the use of computers (especially word processing).

The laboratory coordinator assists, monitors, and supervises students who are referred to the laboratory by instructors. Instructors are informed of students' performance via written reports so that appropriate follow-up can be planned.

GRADUATE PROGRAMS

Program of Study
Elementary Education

The Division of Education offers a Master of Science degree in Elementary Education with built-in ESOL endorsement for grade K-6. This program is designed for individuals seeking different career paths. The **Teacher Leadership** path requires 30 semester hours and is designed for candidates with an undergraduate degree in Elementary Education and are seeking a Master's degree and/or certification by Florida State Board of Education in the teaching field. Candidates on this path are seeking a master's degree to advance their study and teaching skills. The **Initial Certification** path requires 42-57 semester hours and is designed for candidates with an undergraduate degree outside the area in which certification is being sought and who wish to be licensed to teach in this area after earning a master's degree. The **Professional Advancement** path requires 30 semester hours and is designed for candidates with an undergraduate or graduate degree but are not seeking licensure in the state of Florida. Individuals on this path understand that this master's degree will not lead to Florida certification and therefore might not be eligible to teach at any public school in the state. At the end of course work, students have the option of either completing a comprehensive examination or a thesis. The thesis (ELE 599) will require a minimum of three credits to graduate, but candidates can register for a maximum of six in order to complete the process. Students can take from 1-6 credits until the thesis has been satisfactorily fulfilled.

Master of Science
ELEMENTARY EDUCATION

Program Guide for Master of Science in Elementary Education

Area I: REQUIRED MAJOR AREA - 24 credit hours

ELE 501	Elementary Education Curriculum
ELE 502	Integrated Science for the Elementary School
ELE 504	Elementary Social Studies from a Multicultural Perspective

ELE 506 Literature-based Language Arts in Elementary Schools
ELE 507 Mathematics in Elementary School
ELE 508 Reading Instruction in Elementary School
ELE 528 Theory and Analysis of Classroom Behavior and Management
ELE 533 Corrective Reading

Area II: REQUIRED RESEARCH CORE - 6 credit hours
EDR 551 Educational Research
EDR 555 Action & Applied Research in Urban Education

Area III: ESOL ENDORSEMENT
(students not ESOL endorsed) - 6 credit hours
ESO 502 ESOL Methods and Strategies
ESO 560 Applied Linguistics

Area IV: PRACTICUM/FIELD EXPERIENCE
(initial certification only) – 3-6 credit hours
ELE 550 Internship in Elementary School

Area V: THESIS
(a minimum of 3 credit hours required in conjunction with comprehensive examination) 3-6 credit hours
ELE 599 Thesis

Area VI: REQUIRED ELEMENTARY EDUCATION
(for initial certification only)
EDU 503 Education in American Society
EDU 505 Multicultural Diversity
ELE 510 Humanities in Elementary School
ELE 523 Content Area Reading
ELE 524 Health and Physical Education in Elementary School

Program of Study
Exceptional Student Education

The Division of Education offers a Master of Science degree in Exceptional Student Education with built-in ESOL endorsement for grades K-12. This program is designed for individuals seeking different career paths. The **Teacher Leadership** path requires 30-36 semester hours and is designed for candidates with an undergraduate degree in Exceptional Student Education and are seeking a Master's degree and/or certification by Florida State Board of Education in the teaching field. Candidates on this path are seeking a master's degree to advance their study and teaching skills. The **Initial Certification** path requires 51-57 semester hours and is designed for candidates with an undergraduate degree outside the area in which certification is being sought and who wish to be licensed to teach in this area after earning a master's degree. The **Professional Advancement** path requires 30 semester hours and is designed for candidates with an undergraduate or graduate degree but is not seeking licensure in the state of Florida. Individuals on this path understand that this master's degree will not lead to Florida certification and therefore might not be eligible to teach at any public school in the state. At the end of course work, students have the option of either completing a comprehensive examination or a thesis. The thesis (ESE599) will require a minimum of three credits to graduate, but candidates can register for a maximum of six in order to complete the process. Students can take from 1-6 credits until the thesis has been satisfactorily fulfilled.

Master of Science
EXCEPTIONAL STUDENT EDUCATION

Program Guide for Master of Science in Exceptional Student Education

Area I: REQUIRED MAJOR AREA - 24 credit hours

ESE 501 Foundations of Special Education
ESE 528 Behavioral Support and Management of Exceptional Students

ESE 532 Language Development and Communication Skills
ESE 541 Curriculum and Instruction for ESE at the Elementary Level
ESE 542 Curriculum and Instruction for ESE at the Middle/ Secondary School Level
ESE 543 Curriculum and Instruction for Severe Disabilities
ESE 548 Effective Communication, Consultation, and Collaboration

Area II: REQUIRED RESEARCH CORE - 6 credit hours
EDR 551 Educational Research
EDR 555 Action & Applied Research in Urban Education

Area III: ESOL ENDORSEMENT
(students not ESOL endorsed) - 6 credit hours
ESO 502 ESOL Methods and Strategies
ESO 560 Applied Linguistics

Area IV: PRACTICUM/FIELD EXPERIENCE
(initial certification only) 3-6 credit hours
ESE 550 Internship in Exceptional Student Education

Area V: THESIS
(a minimum of 3 credit hours required inconjunction with comprehensive examination) 3-6 credit hours
ESE 599 Thesis

Area VI REQUIRED ELEMENTARY EDUCATION
(for initial certification only)
ELE 507 Mathematics in Elementary School

Area VII: READING COURSES
(required for initial certification only) 12 credit hours
REA 508 Reading Instruction in Elementary Schools
REA 523 Content Reading
REA 530 Techniques and Strategies in Reading Assessment & Remediation
REA 532 Remedial Reading

Program of Study
Reading

The Division of Education offers a Master of Science degree in Reading with built-in ESOL endorsement for individuals seeking Initial Certification for grades K-12. The **Initial Certification** path requires 36-42 semester hours and is designed for candidates with an undergraduate or graduate degree outside the area in which certification is being sought and who wish to be licensed to teach in this area after earning a master's degree. At the end of the course work, students have the option of either completing a comprehensive examination or a thesis. The thesis (REA 599) will require a minimum of three credits to graduate, but can register for a maximum of six in order to complete the process. Students can take from 1-6 credits until the thesis has been satisfactorily fulfilled.

Master of Science
READING

Program Guide for Master of Science in Reading

Area I: REQUIRED MAJOR AREA - 24 credit hours

REA 505 Literacy Development and Instruction in Early Reading K-3
REA 506 Literature-based Language Arts in Elementary Schools
REA 508 Reading Instruction in Elementary Schools
REA 523 Content Reading: Middle and High Schools
REA 525 Adolescent Literature & Multicultural Influences
REA 530 Techniques and Strategies in Reading Assessment & Remediation
REA 531 Reading Diagnosis
REA 532 Remedial Reading
REA 533 Corrective Reading
REA 580 Practicum in Clinical Reading

Area II: REQUIRED RESEARCH CORE -6 credit hours
EDR 551 Educational Research
EDR 555 Action & Applied Research in Urban Education

Area III: ESOL ENDORSEMENT
(students not ESOL endorsed) - 6 credit hours
ESO 502 ESOL Methods and Strategies
ESO 560 Applied Linguistics

Area IV: PRACTICUM/FIELD EXPERIENCE
(Initial certification only) – 3-6 credit hours
REA 580 Practicum in Clinical Reading

Area V: THESIS
(a minimum of 3 credit hours required in conjunction with comprehensive examination) 3-6 credit hours
REA 599 Thesis

COURSE DESCRIPTIONS

Course Descriptions

All course descriptions listed below are arranged alphabetically by subject area, alphabetically by prefix and then numerically for those descriptions with the same prefix. The digits in parentheses immediately following the course titles represent the respective semester credit hours given for a course. The abbreviated codes F, Sp, Su represent the term(s) in which the course is offered, Fall, Spring and Summer, respectively.

Subject Area	Course Prefix(es)
Education	EDU
Education Research	EDR
Elementary Education	ELE
English for Speakers of Other Languages	ESO
Exceptional Student Education	ESE
Reading Education	REA

Education

EDU 503 Education in American Society (3) F, Sp, Su
A course focus on historical, philosophical, psychological, and sociological examination of teaching in American society. The role teachers, parents, and community in American culture and schools. A review of national and state standards will be examined including, NCATE, FDOE, National Board Core Propositions, and others.

EDU 505 Multicultural Diversity (3) F, Sp, Su
A course designed to support and extend the current concepts of culture, culture pluralism and equity into the formal school setting. It examines the literature and research on the historical and theoretical precepts of these concepts, and considers the use of students' cultural backgrounds to develop effective classroom instruction and school environment.

EDU 528 Theory and Analysis of Classroom Behavior and Management (3) F, Sp, Su
A course designed to review and explore research-base approaches to understanding classroom dynamics.

Education Research

EDR 551 Educational Research (3) F, Sp, Su
A course focus on the common methods and techniques of research in the social and behavioral sciences. Basic orientation to quantitative and qualitative research procedures used in the analysis and interpretation of research data.

EDR 555 Action and Applied Research (3) F, Sp, Su
A course requiring students to learn and apply research skills to address real and persistent problems existing in their own education settings in the urban setting.

Elementary Education

ELE 501 Elementary Education Curriculum (3) F, Sp, Su
A critical study elementary education by focusing on the organization, construction and administration of learning experiences in modern educational theory with emphasis on the formulation of objectives, selection, organization and integration of instructional materials.

ELE 502 Integrated Science for the Elementary School (3) F, Sp, Su
A course focus on studying the development, implementation and evaluation of the science curricular designed to meet the needs of urban students and families. Included will be the study of the basic sciences including earth/space, life, and physical sciences. The focus will be in the interconnectedness of the sciences. Special emphasis will also be placed on reading strategies for science.

ELE 504 Elementary Social Studies from a Multicultural Perspective (3) F, Sp, Su
A course focus on studying the development, implementation and evaluation of the social studies curricular designed to meet the needs of urban students and families. Included will be the study of people and places from diverse geographic regions and ethnic backgrounds of the earth and their influences in the development of civilization. Special emphasis will be placed on reading strategies for social studies.

ELE 506 Language Arts & Literature for Children (3) F, Sp, Su
A course focus on studying the development, implementation and evaluation of the language arts and children's literature designed to meet the needs of urban students and families. Included will be multicultural literature and the exploration of literature from diverse cultures.

ELE 507 Mathematics in Elementary Education (3) F, Sp, Su
A course focus on studying the development, implementation and evaluation of the math curricular designed to meet the needs of urban students and families. Included will be inquiry and discovering utilizing the NCTM standards as the foundation for practices in teaching mathematics, selection and use of instructional materials. Special emphasis will also be placed on reading strategies for mathematics.

ELE 508 Literacy and Reading in Elementary Education (3) F, Sp, Su
A course focus on studying the development, implementation and evalu-

ation of the reading curricular designed to meet the needs of urban students and families. Included will be on the development of a systematic approach to literacy and analysis of the components of literacy.

ELE 510 Humanities in Elementary School (3) F, Sp, Su
A course designed to investigate and explore activities associated with the humanities, specifically relating to teaching art and music to elementary children. The course will focus on understanding the basic fundamentals of these two areas in order to motivate and make the teacher more comfortable in teaching through these mediums.

ELE 524 Health and P.E. in Elementary School (3) F, Sp, Su
A course designed to prepare teachers in the use of methods, procedures, techniques, and devices for teaching elementary students to be physically fit.

ELE 523 Content Area Reading (3) F, Sp, Su
A course focus on theories and research on effective reading instruction through content area materials. The course will enable teachers to help students to use reading materials purposefully.

ELE 533 Corrective Reading (3) F, Sp, Su
Provides in-depth evaluation, design, and implementation of techniques, materials, and approaches for reading correction and intervention programs around and well-established reality- and research-based components.

ELE 550 Internship in Elementary School (3-6) F, Sp, Su
This course is an internship, designed for practical experience in teaching at the elementary school level under the guidance of a master teacher and college supervisor.

ELE 599 Thesis in Elementary Education (1-6) F, Sp, Su
Engage in an in-depth study of and in the writing of a final thesis on an approved topic or issue related to elementary education or as a follow up to an elementary education topic or issue investigated in your field practicum; complete and submit a research action paper.

English for Speakers of Other Languages

ESO 502 ESOL Curriculum (3) F, Sp, Su
An analysis of classroom culture, social contexts, and instructional strategies, which foster English language development in students in the content areas and that, are consistent with current theories of school language acquisition. This course also provides students with the opportunity to gain an understanding of various methods and strategies of teaching ESOL students.

ESO 560 Applied Linguistics (3) F, Sp, Su
An overview of the principals of linguistics applied to language teaching and learning. Emphasis on constructive analysis of native and target languages applied to teaching bilingual/ESOL of foreign language students.

Exceptional Student Education

ESE 501 Foundations of Special Education (3) F, Sp, Su
This survey course includes educational practices as well as the development and characteristics of children with disabilities from a developmental life-span perspective. Policies, issues, and trends in special education are explored.

ESE 528 Behavioral Support and Management of Exceptional Students (3) F, Sp, Su
This course includes assessing, designing, and implementing positive behavioral supports, classroom organization, and behavior management of exceptional student at the school, classroom, and individual levels from a social learning perspective. The principles and techniques of Applied Behavioral Analysis to effect positive behavioral change will be emphasized.

ESE 532 Language Development and Communication Skills (3) F, Sp, Su
A course to include normal sequence of expressive and receptive language development and identification of communication deficits and appropriate interventions.

ESE 541 Curriculum and Instruction for ESE at the Elementary Level (3) F, Sp, Su
A course focus on development, implementation, and evaluation of individualized educational plans; special approaches to teaching functional skills; developmental programming; data based management; specialized approaches to teaching basic skills and adaptation of curriculum. The course will include curriculum, instructional practices and strategies, evaluation of student progress, interpersonal interactions, and transition for students at the elementary level.

ESE 542 Curriculum and Instruction for ESE at the Middle/Secondary School Level (3) F, Sp, Su
A course focus on development, implementation, and evaluation of individualized educational plans; special approaches to teaching functional skills; developmental; programming; data based management; specialized approaches to teaching basic skills and adaptation of curriculum. The course will include curriculum, instructional practices and strategies, evalu-

ation of student progress, interpersonal interactions, and transition for students at the middle school level.

ESE 543 Curriculum and Instruction for ESE for Severe Disabilities Level (3) F, Sp, Su
A course focused on development, implementation, and evaluation of individualized educational plans for students with severe disabilities; special approaches to teaching functional skills; developmental programming; data based management; specialized approaches to teaching basic skills and adaptation of curriculum. The course will include reviewing, evaluating, and selecting curriculum; best instructional practices and research-based strategies; using various methods for evaluation of student progress; developing your interpersonal interactions; and addressing issues for transition from preschool to kindergarten and from school to work for students with severe disabilities.

ESE 547 Advanced Assessment of Exceptional Students for Instructional Planning (3) F, Sp, Su
ESE 547 is an advanced survey course in the assessment of exceptional children. A course to include interpretation, analysis, and application of assessment results and alternate assessment strategies. In addition to being introduced to a wide variety of intelligence, perceptual-motor, academic, language, social/emotional, and adaptive behavior tests, each student will have the opportunity to become competent in the interpretation of data from a battery of assessment instruments. Informal assessment and issues related to assessment will also be addressed.

ESE 548 Effective communication, Consultation, and Collaboration (3) F, Sp. Su
A course to include effective methods of communication, consultation, and collaboration with students, families, administrators, and other education professionals, as well as, relevant general education and special skills curricula selection.

ESE 550 Internship in Exceptional Student Education (3-6) F, Sp, Su
This course is an internship, designed for practical experience in teaching exceptional students at either the elementary or secondary level under the guidance of a master teacher and college supervisor.

ESE 599 Thesis in Exceptional Student Education (1-6) F, Sp, Su
Engage in an in-depth study of and in the writing of a final thesis on an approved topic or issue related to exceptional student education or as a follow up to an elementary student education topic or issue investigated in your field practicum; complete and submit a research action paper.

Reading Education

REA 505 Literacy Development and Instruction in Early Reading PK-2 (3) F, Sp, Su
Explores how children construct literacy and how they begin the process of becoming successful lifelong readers and writers. Examines diverse aspects of language and sociocultural factors that influence early. Emphasis on literacy in the context of the home and family.

REA 506 Literature-based Language Arts in Elementary Schools (3) F, Sp, Su
Examines an effective language arts curriculum, where literature, interdisciplinary, thematic units, various media, and various opportunities for learners to develop literacy skills, play an integral part. Emphasis on African Literature.

REA 508 Reading Instruction in Elementary Schools (3) F, Sp, Su
Looks at the reading process, at highly researched models of teaching reading, and at constructing a philosophy of teaching reading and writing. Materials and methods for differentiating instruction to address diverse needs are explored.

REA 520 Development Reading and Learning Styles/Modalities (3) F, Sp, Su
Designed to help teachers plan, implement, and monitor a developmentally appropriate plan for the inclusive classroom for students who exhibit differences in learning styles, academic achievement, language, and abilities/disabilities. Collaborative adult support such as team teaching, collaborative consultation and student-based structures such as peer tutoring, and cooperative learning will be considered. Emphasis on multiple forms of literacy, integrative reading, technology, and interdisciplinary units.

REA 523 Content Reading: Middle and High Schools (3) F, Sp, Su
Focuses on methods and techniques for developing effective reading skills for middle and secondary students across all content areas with emphasis on word recognition, vocabulary development, comprehension and organizational skills. Emphasis on reading interests, motivation, critical reading, study habits.

REA 525 Adolescent Literature & Multicultural Connections (3) F, Sp, Su
Examines a spectrum of contemporary research and theory as are relevant to selecting and teaching Adolescent Literature. Focus on Social and cultural influences.

REA 530 Techniques and Strategies in Reading Assessment & Remediation (3) F, Sp, Su
Focuses on administration, implementation, and interpretation of assessment strategies and how they relate to specific learning/teaching events based upon scientifically based reading research.

REA 531 Reading Diagnosis (3) F, Sp, Su
Examines various authentic diagnostic assessment techniques and instruments, at administering and interpreting them, along with a coherent framework for helping students with reading problems.

REA 532 Remedial Reading (3) F, Sp, Su
Provides in-depth study of factors of reading disability, and at evaluation, design, and implementation of substantiated effective techniques, materials, and approaches for specialized reading instruction.

REA 533 Corrective Reading (3) F, Sp, Su
Looks at tools for locating reading difficulties along with practical and innovative supplemental, selective instruction for corrective measures.

REA 580 Practicum in Clinical Reading (3-6) F, Sp, Su
Supervised clinical experience, where knowledge and skills in diagnosis, remediation through large group, small group and individual instruction and the selection and use of appropriate reading instruction, is designed and implemented in a coherent set of activities for children exhibiting special reading problems. To include seminars in curriculum design.

REA 599 Master's Thesis (3) F, Sp, Su
Engage in an in-depth study of and in the writing of a final thesis on a approved topic or issue related to literacy instruction or as a follow up to a literacy instruction topic or issue investigated in your field practicum; complete and submit a research action paper.

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Edward G. Stephenson, *Associate Professor of Psychology., B.A., Queens College; Ph.D., University of California*

Rose Mary Stiffin, *Chairperson, Division of Natural Sciences and Associate Professor of Chemistry. B.S., Mississippi Valley State University; M.S., Mississippi State University; Ph.D., University of Tennessee - Memphis.*

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Jerome A. Symonette, *Visiting Instructor of Music. A.A., Jefferson Community College; B.Mus.Ed., University of Louisville; M.Church Music, Southern Baptist Theological Seminary; D.Min, Luther Rice Seminary.*

Dimitri Tamalis, *Assistant Professor of Chemistry. B.S., McPherson College; Ph.D. Kansas State University.*

Rose C. Thevenin, *Assistant Professor of History. B.A. & B.S., State University College of New York , College at Buffalo; M.A., University of Miami; Ph.D., Michigan State University.*

Calvin Thomas, *Assistant Professor of Religion and Philosophy. B.A., Tougaloo College, M.Ed., University of Mississippi, M.Div., New Orleans Baptist Theological Seminary.*

Sandra T. Thompson, *Assistant Provost and Professor of Sociology. B.A., Voorhees College; M.A., Fisk University; Ph.D., University of Florida.*

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Zdzislaw P. Wesolowski, *Professor of Airway Science. B.S., B.A., State University of New York; MBA, St. Louis University; Ph.D., Nova University.*

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Richard Yaklich, *Assistant Professor of Music. B.A., University of Southern Colorado; M.Mus., Colorado State University; DMA, University of South Carolina.*

Abbas Hassan Zadegan, *Assistant Professor of Mathematics. B.S., M.S.T., University of Florida; M.S., Florida International University.*

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Ronald Allen, *Stock Clerk, Inventory Control and Material Distribution*

Mavilyn Allen-Greenlee, *Administrative Assistant, Enrollment Management. B.S., Florida Memorial College*

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Lemar Bell, *Assistant Director, Residential Life.*

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Laura Brown-Joseph, *Secretary, Black Males Explorers Program. B.A, Florida Memorial College.*

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Nicola Cooper, *Assistant Manager Bookstore, Auxiliary Services.*

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CAMPUS INFORMATION

ACADEMIC CALENDAR

SPRING SEMESTER, 2004

JANUARY

1 **New Year's Day (HOLIDAY)**
4 Residence Halls Open - NEW STUDENTS ONLY
5 Faculty/Staff Conference
6 Orientation and Testing - NEW STUDENTS ONLY- (9:00 a.m.- 5:00 p.m.)
7 Advising and Registration NEW and RETURNING STUDENTS- Main Campus (9:00 a.m. - 7:00 p.m.) [1]
8 Residence Halls Open - RETURNING STUDENTS Advising and Registration - ALL STUDENTS – MAIN CAMPUS (9:00 a.m. - 7:00 p.m.)[1]
9 Advising and Registration - ALL STUDENTS – MAIN CAMPUS (9:00 a.m. - 5:00 p.m.)
10 Advising and Registration - ALL STUDENTS – MAIN CAMPUS (9:00 a.m. - 1:00 p.m.) [1]
Purge (drop) of students who have not cleared the Business Office.
(1:00 p.m.)
12 **UNDERGRADUATE CLASSES BEGIN**
GRADUATE CLASSES BEGIN (SESSION A)
Late Registration Begins (8:30 a.m. – 5:00 p.m.) ($50 fee)
Add/Drop Begins ($ 10 fee) (8:30 am – 5 :00 p.m.)
13 Late registration - Add/drop (8:30 a.m. – 5 :00 p.m.)
14 Late registration - Add/drop (8:30 a.m. – 7 :00 p.m.)
15 Late registration - Add/drop (8:30 a.m. – 7 :00 p.m.)
16 **LATE REGISTRATION ENDS** (8:30 a.m. - 5:00 p.m.)
Add/Drop Ends (8:30 a.m. - 5:00 p.m.)
Deadline to Register for CLAST ($35)
19 Martin Luther King, Jr. Holiday (NO CLASSES)
20 Classes Resume

[1] **Continuing Students who did not pre-register will be assessed a $50 fee at registration.**

FEBRUARY BLACK HISTORY MONTH
(Programs will be held throughout the month)
14 CLAST Administered
16 Late Spring 2004 Graduation Application Deadline

MARCH
1-5 Mid-Term Examinations (Exam Permits required – See Student Accounts Office)
5 GRADUATE CLASSES END (SESSION A)
8-13 Spring Break
15 GRADUATE CLASSES BEGIN (SESSION B)
16 Mid-Term Grades Due – 12:00 Noon

APRIL
2 Last to Withdraw (WP/WF)
Last Day for Clearance for May 2004 and Graduation Fee Payment
5 Pre-Registration for Summer & Fall 2004 Begins.
Enrolled students who do not pre-register will be assessed a $50 fee at registration.
9 Good Friday (NO CLASSES)
12-17 Senior Examinations (Exam Permits required– See Student Accounts Office)
14 Deadline for Credit by Examination
16 Deadline Incomplete Grades removal- Fall, 2003
20 Senior Grades Due by 12:00 noon
30 Last Day to Withdraw Officially from the College
Last Day of Classes

MAY
1 Commencement
Deadline to Register for CLAST ($35)
3 Last Day to Apply for Summer 2004 Graduation
7 GRADUATE CLASSES END (SESSION B)
3-8 Final Examinations (Exam Permit required – See Student Accounts Office)
8 Residence Halls Close at 5:00 pm
11 All Other Grades Due

SUMMER SESSION, 2004

MAY

30 Residence Halls Open
31 Memorial Day (HOLIDAY)

JUNE

1 Registration
2. UNDERGRADUATE AND GRADUATE CLASSES BEGIN
2-4 **Late Registration - $50 fee (**8:20 am – 4:30 pm)
Add/Drop Begins $10 fee (8:30 am – 4:30 pm)
5 CLAST Administered
22-23 Mid -Term Examinations (Exam Permit required - See Student Accounts Office)
30 Pre-Registration for Fall 2003 Resumes

JULY

2 **Last Day to Withdraw (WP/WF)**
5 Independence Day (NO CLASSES)
6 Classes Resume
7 **Last Day for Clearance for SUMMER 2004 and Graduation Fee Payment**
14 **Last Day to Withdraw from College**
19-20 Final Examinations (Exam Permits required - See Student Accounts Office)
20 Pre-Registration for Fall 2004 Ends
20 UNDERGRADUATE AND GRADUATE CLASSES END
21 Grades Due by 4:30 pm
24 Summer Commencement
25 Residence Halls Close at 12:00 Noon

FALL SEMESTER, 2004

AUGUST

6 Last day to clear the Business Office – Students who pre-registered for the Fall 2004 semester.
6 Placement Test -Early Administration (Main Campus)
13 Faculty/Staff Conference
14 Residence Halls Open – NEW STUDENTS ONLY
14 Orientation Begins
14-21 Campus Life Orientation and Testing NEW STUDENTS ONLY
16 Advising and Registration - NEW STUDENTS ONLY (9:00am - 5:00 p.m.)
18 Advising and Registration – NEW and RETURNING STUDENTS (9:00am - 7:00 p.m.)
18 Residence Halls Open - RETURNING STUDENTS
Advising and Registration - ALL STUDENTS - MAIN CAMPUS (9:00 a.m. - 7:00 p.m.)
Continuing Students who did not register early will be assessed a $50 fee at registration.
20 Advising and Registration - ALL STUDENTS – Main Campus (9:00 a.m. - 5:00 p.m.)
21 Advising and Registration - ALL STUDENTS – Main Campus (9:00 a.m. - 1:00 p.m.)
21 Purge (drop) of students who have not cleared the Business Office. **(1:00 p.m.)**
23 UNDERGRADUATE CLASSES BEGIN
23 GRADUATE CLASSES BEGIN (SESSION A)
Late Registration Begins - $50 fee (8:30 a.m. – 5 :00 p.m.)
Add/Drop Begins ($ 10 fee) (8:30 – 5:00)
24 Late registration - Add/drop (8:30 a.m. – 5 :00 p.m.)
24 CSI Testing Freshman Year Experience
25 Late registration - Add/drop (8:30 a.m. – 7 :00 p.m.)
26 Late registration - Add/drop (8:30 a.m. – 7 :00 p.m.)
27 **Late registration – Add/drop Ends (8:30 a.m. – 5:00 p.m.)**

SEPTEMBER

6 Labor Day Recess (NO CLASSES)
7 Classes Resume
3 Deadline to Register for CLAST ($35)
9 Fall Convocation
17 Deadline to Apply for Fall 2004 Graduation
24 Annual Appreciation Dinner

OCTOBER

2 CLAST Administered
9 Miss FMC Coronation
11-15 Undergraduate Mid-Term Examinations (Exam Permits required - See Student Accounts Office)
15 GRADUATE CLASSES END (SESSION A)
18 GRADUATE CLASSES BEGIN (SESSION B)
19 Mid-Term Grades Due
*** **Final exam date for graduate program******

NOVEMBER

1 Early Registration for Spring 2005: through Dec. 3
Enrolled students who do not register early will be assessed a $50 fee at registration
10 Last Day to Withdraw (WP/WF)
12 Deadline to Apply for Spring 2005 Graduation
Last Day for clearance for December 2004 Graduation and fee Payment
23 Donation Day
25-27 Thanksgiving Recess
29 Classes Resume

DECEMBER

1 Deadline to Remove Incomplete Grades (Spring & Summer 2004)
3 Deadline for Credit by Examination
Last Day to Withdraw Officially from the College
Reading Day
3-5 FMC Annual Musical Weekend
4 Last Day of UNDERGRADUATE Classes
6-11 Final Examinations (Exam Permits required - See Student Accounts Office)
10 Last day to clear the Business Office – Students who pre-registered for the Spring 2005 semester
10 GRADUATE CLASSES END (SESSION B)
11 Residence Halls Close at 5:00 p.m.
13 Final Grades Due by 5:00 p.m.

Dec. 18, 2004 - Jan. 2, 2005 Campus Closed for Christmas Holidays

SPRING SEMESTER, 2005

JANUARY

2 **Residence Halls Open - NEW STUDENTS ONLY**
3 Faculty/Staff Conference
4 Orientation and Testing - NEW STUDENTS ONLY- (9:00 a.m. - 5:00 p.m.)
5 Advising and Registration NEW and RETURNING STUDENTS- Main Campus (9:00 a.m. - 7:00 p.m.)
Continuing Students who did not pre-register will be assessed a $50 fee at registration.
5 Residence Halls Open - RETURNING STUDENTS
Advising and Registration - ALL STUDENTS – MAIN CAMPUS (9:00 a.m. - 7:00 p.m.)
Continuing Students who did not pre-register will be assessed a $50 fee at registration.
7 Advising and Registration - ALL STUDENTS – MAIN CAMPUS (9:00 a.m. - 5:00 p.m.)
8 Advising and Registration - ALL STUDENTS – MAIN CAMPUS (9:00 a.m. - 1:00 p.m.)
Purge (drop) of students who have not cleared the Business Office. **(1:00 p.m.)**
10 UNDERGRADUATE CLASSES BEGIN
10 GRADUATE CLASSES BEGIN (SESSION A)
Late Registration Begins (8:30 a.m. – 5:00 p.m.) ($50.00 fee)
Add/Drop Begins ($ 10 fee) (8:30 am – 5 :00 pm)
11 Late registration - Add/drop (8:30 a.m. – 5 :00 p.m.)
12 Late registration - Add/drop (8:30 a.m. – 7 :00 p.m.)
13 Late registration - Add/drop (8:30 a.m. – 7 :00 p.m.)
14 LATE REGISTRATION ENDS (8:30 a.m. - 5:00 p.m.)
Add/Drop Ends (8:30 a.m. - 5:00 p.m.)
17 Dr. Martin Luther King, Jr. Holiday (NO CLASSES)
18 Classes Resume
21 Deadline to Register for CLAST ($35)

FEBRUARY

BLACK HISTORY MONTH
(Programs will be held throughout the month)
4-5 Annual Jazz Weekend
6-13 Homecoming Week
19 CLAST Administered

25 Spring Concert
25-26 Parent Weekend
28 Mid-Term Examination: through March 4 (Exam Permits Requited-See Student Accounts Office)

MARCH
4 GRADUATE CLASSES END (SESSION A)
7-12 Spring Break
14 GRADUATE CLASSES BEGIN (SESSION B)
15 Mid-Term Grades Due – 12:00 Noon
18-19 Founders' Weekend
25 Good Friday (no classes)

APRIL
1 Last Day to Withdraw (WP/WF)
Last Day for Clearance for May 2005 and Graduation Fee Payment
3-9 Religious Emphasis Week
5 Early Registration for Summer & Fall 2005 Begins
Enrolled students who do not pre-register will be assessed a $50 fee at registration
4 Research and Performing Arts Day
13 Deadline for Credit by Examination
14 Honors and Awards Day
15 Deadline to Remove Incomplete Grades from Fall, 2004
22 Last Day to Withdraw Officially from the College
Last Day to Apply for Summer 2005 Graduation
18-23 Senior Examinations (Exam Permits required – See Student Accounts Office)
26 Senior Grades Due by 12:00 noon
29 Last Day of Undergraduate Classes
29 Reading Day
30 Commencement
April 30 – May 6 Final Examinations
(Exam Permit required – See Student Accounts Office)

MAY
2-7 Final Examinations
(Exam Permit required – See Student Accounts Office)
2 Last Day to Withdraw Officially from the College
Last Day to Apply for Summer 2005 Graduation
6 Deadline to Register for CLAST ($35)
Residence Halls Close at 5:00 pm
6 GRADUATE CLASSES END (SESSION B)
7 Commencement
Residence Halls Close at 5:00 pm
Deadline to Register for CLAST ($35)
10 All Other Grades Due

SUMMER SESSION, 2005

MAY

29	**Residence Halls Open**
30	Memorial Day (HOLIDAY)
31	Registration

JUNE

1	**UNDERGRADUATE CLASSES BEGIN**
1	**GRADUATE CLASSES BEGIN**
1-3	Late Registration - $50 fee **(8:20 am – 4:30 pm)**
	Add/Drop Begins ($ 10 fee) **(8:30 am – 4:30 pm)**
4	CLAST Administered
22-23	Mid -Term Examinations (Exam Permits required - See Student Accounts Office)
27	Mid term grades due 12:00 noon

JULY

1	Last Day to Withdraw (WP/WF)
4	Independence Day (NO CLASSES)
5	Classes Resume
6	Last Day for Graduation Fee Payment, and Clearance for Summer 2005
8	**Summer 2005 Graduation Fee Due**
13	Last Day to Withdraw from College
13-14	**Senior Exams**
18	Senior Grades Due
19	Final Examinations (Exam Permits required - See Student Accounts Office)
	Last Day of Classes (UNDERGRADUATE and GRADUATE)
21	Grades Due by 4:30 pm
23	Summer Commencement
23	Residence Halls Close at 5:00 p.m.

General Campus Directory

Main Campus Address	15800 NW 42nd Ave. Miami, FL 33054
Campus Number:	(305) 626-3600
Campus Fax:	(305) 626-3769
Center for Academic Advisement	(305) 623-4231
General College Advisement	(305) 626-3666
Academic Standing, Probation, Suspension and Readmission	(305) 626-3756
Academic Affairs Office	(305) 623-4223
Academic Divisions	
Aviation	(305) 623-1440
Business Administration	(305) 623-4288
Computer Sciences & Mathematics	(305) 623-4100
Education	(305) 623-4279
Extension & Continuing Education	(305) 626-3679
General College Division	(305) 626-3662
Humanities	(305) 626-3683
Natural Sciences	(305) 626-3699
Social Sciences	(305) 623-1408
Admissions	(305) 626-3758
e-mail address: admit@fmc.edu	
Alumni Affairs	(305) 626-3657
Athletic Department	(305) 626-3166
Bookstore	(305) 626-3726
Career Placement Office	(305) 626-3782
Counseling Office	(305) 626-3138
Development and College Relations	(305) 626-3608
Financial Aid	(305) 626-3742
Fiscal Affairs	(305) 626-3623
College Bursar	(305) 626-3739
Office of Graduate Programs	(305) 626-0213
Graduate Admission Counselor	(305) 623-6278
Health Clinic	(305) 626-3760
Housing	(305) 626-3718
International Students	(305) 626-3751
Public Relations	(305) 626-3624

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